

DELAWARE TRANSIT CORPORATION

POSTING NO. 013-2012

POSITION VACANCY POSTING

DATE OF POSTING September 30, 2011

CLOSING DATE October 28, 2011

**METHOD OF APPLICATION: Cover Letter & Resume or Employment Application**

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY SUBMITTING A LETTER OF INTEREST, EMPLOYMENT APPLICATION AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **October 28, 2011**.

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POSITION #: 001 JOB CODE #: 001

POSITION TITLE Executive Director

PAY GRADE 25 PAY RATE \_\_\_\_\_ PAY RANGE 40.481538-53.975385  
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Statewide DEPARTMENT: Delaware Department of Transportation  
SECTION: Delaware Transit Corporation

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CLASSIFICATION: FULL TIME X PART-TIME \_\_\_\_\_

CONTRACT: 8FR \_\_\_\_\_ 8DR \_\_\_\_\_ 32 \_\_\_\_\_ N/C X

SCHEDULED HOURS Varied SCHEDULED DAYS Varied

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SUMMARY OF POSITION:

The Executive Director of Delaware Transit Corporation (DTC) is responsible for the overall administration, management, and operation of the statewide, multi-modal transit division of the Delaware Department of Transportation (DelDOT). The incumbent develops plans and directs the Corporation's operating, financial, human resources, planning, and marketing functions by setting short and long-term goals, objectives and priorities in accordance with the overall mission of the Corporation and the long-range plan of the Delaware Department of Transportation. The Executive Director must be responsive to service priorities of the State in conjunction with the mission and goals of the Corporation and the Department. The incumbent serves as a member of the Secretary of Transportation's senior management team. The incumbent represents the Secretary of Transportation in matters related to statewide transit operations.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER